

Special Interest Item
 Building Planning Staff
 10 June 1983

Integrated Logistics Support to New Building Activity

To date, the Building Planning Staff (BPS) activity has been directed to the analysis and justification of the need for a new building, formulating budget data, processing the request for approval, developing the A-E contract, and delivery of the construction documents. This brings us to a threshold where we must begin to address the services which will be required to supplement the actual construction and delivery of the building. For the first time in the history of Logistics, the majority of our metropolitan Washington customers will be located in one complex. This presents a unique and challenging opportunity to review current logistics services, analyze the impact which will result from consolidation, and institute new methods to increase the quality and efficiency of support to customers.

To accomplish this, we will develop an Integrated Logistics Plan (ILP) and an Occupancy Plan. Basically, the ILP will consist of a review of the following functions to see where change is indicated:

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Motor Pool/Shuttle
 Mail & Courier
 Central Registries
 Receiving/Shipping
 Loading Dock Operations
 Building Deliveries
 Central Supply
 Bulk Storage
 Vendor Repair

Media Output Center
 Copier Management
 Classified Trash Disposal
 Unclassified Trash Disposal
 Parking
 Building Maintenance
 Space Management
 Expanded Cafeteria
 Furniture

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In conjunction with this, the BPS will also begin to develop an occupancy plan which will include who moves where, when, and how. This is a large and far ranging undertaking that exceeds the manpower and knowledge of the Staff. We look forward to working with the rest of the Office to develop innovative approaches to logistic support.

Orig - D/L - Via AIM
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(8 June 1983)